

Department of Business & Office Administration

COURSE OUTLINE – Winter 2026

OA2020 (EC): Professional Communications – 3 (3-2-0) 75 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR: Cara Leaf

PHONE: 780-539-2879

OFFICE:

E-MAIL: cleaf@nwpolytech.ca

OFFICE HOURS: Anytime by appointment

CALENDAR DESCRIPTION:

This communication course establishes an academic foundation, moves into methods and practical application, and goes beyond the space of formal presentations to investigate new trends in public speaking and corporate communication. The course will help students develop the necessary confidence and skills to present ideas clearly and effectively to both large and small audiences.

PREREQUISITE(S):

Complete 1 of the following:

- BA1010
- OA1030
- Jr level English

REQUIRED TEXT/RESOURCE MATERIALS:

Public Speaking: Learning to Share with Confidence and Purpose digital courseware

Online simulation --Mimic: Public Speaking, available at <http://home.stukent.com>

*The simulation provides students hands-on, experiential learning with important public speaking elements. Students will receive additional coaching from a fictitious speaking company as they prepare to speak at IdeaCon, a professional conference.

DELIVERY MODE(S):

Asynchronous - online

LEARNING OUTCOMES:

Upon completion of this course, students will be able to:

- identify personal speech habits and characteristics to increase confidence
- dissect the speech communication process, with respect for and adaptation to the audience
- model the ethics of public speaking and the obligation to the audience
- apply guidelines for ethical communication and decision making
- apply elements of speech writing, including organization, outlining, research
- transform thoughts into speech effectively.
- develop effective oral delivery techniques
- analyze presentation anxiety and develop strategies to control apprehension and anxiety
- develop critical listening and evaluative skills
- present via online delivery platforms
- examine the relationship between the speaker and the audience and the evolution to connection
- integrate impromptu, informative, and persuasive frameworks in order to increase comfort and confidence
- identify reliable sources when performing secondary research to prepare for formal verbal communication

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page

<http://www.transferralberta.alberta.ca>.

**** For courses with alpha (letter) grading, a grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

EVALUATIONS:

The course is designed to provide several different speaking and listening opportunities so that students can practice the techniques necessary to become competent oral communicators in a wide variety of business settings.

Introduction Speech	5
Impromptu Speech	5
Persuasive Speech	10
Informative Speech	10
IDeaCon Speech	10
Chapter Quizzes	25
Simulations	35

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100		C+	2.3	67-69
A	4.0	85-94		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Material	Major Assignments Due
Week 1& 2	Course Introduction Chapter 1: Plan Vocal Pauses	Sign up for Mimic Simulation Acct. Read Chapter 1 SELF-INTRODUCTION SPEECH Simulation: Round Introduction
Week 3	Audience & Connection	Read Chapter 2 Simulation: Round 1 & 2
Week 4	Introduction to Research	Read Chapter 3 Simulation: Round 3
Week 5	Impromptu Speaking	Read Chapter 4 IMPROMPTU SPEECH Round 4
Week 6	Understanding Delivery Putting It Together	Read Chapter 8 & 11 Simulation: Round 5
Week 7	Reading Week	
Week 8	Persuasive Speaking Introduce Persuasive Assignment	Read Chapter 5 Simulation: Round 6 PERSUASIVE SPEECHES
Week 9	Informative Speaking	Read Chapter 6 Simulation: Round 8
Week 10	Presentation Support	Read Chapter 9 INFORMATIVE SPEECH
Week 11	Team Delivery	Read Chapter 12 Simulation: Round 7

Week 12	Presenter Preparation-What does it take to be prepared?	Read Chapter 10 Simulation: Round 9
Week 13	Listening & Giving Feedback	Read Chapter 13 Simulation Round: 10
Week 14	Communicating Online	Read Chapter 14 Round: 11 IDEACON SPEECH
Week 15	Final Simulation	Complete Simulations

STUDENT RESPONSIBILITIES:

Presenting can be stressful, so in all our online interactions, it is very important that we are respectful of everyone and their level of proficiency with speaking. Classmates may be sharing personal information and taking on challenges, so we want to create an environment that will help us in our learning.

Each assignment will vary in requirements, it is up to you to read your assignments (both from the text and in the simulations) thoroughly. Pay attention to the length of the speech, if it requires a hand-in of an outline or reference sheet, etc. It is not the instructor's responsibility to remind you. Please be ready to participate in your simulations, and you will learn more and have fun doing it! Assignments are due on the date set by the instructor and there are no make-up assignments.

Please review Student Rights and Responsibilities from the NWP Academic and Administrative policies <https://www.nwpolytech.ca/about/administration/policies/index.html>

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available <https://www.nwpolytech.ca/about/polytechnic-leadership/policies-directory>

****Note:** all Academic and Administrative policies are available on the same page.